

Professional Development



*Missouri Department of Corrections
Training Academy
P.O. Box 236
Jefferson City, MO 65102*

TABLE OF CONTENTS

<u>COURSE TITLE</u>	<u>HOURS</u>
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INSERVICE COURSES

Accomplishing Goals Through Collective Efforts	6
Addressing the Prison Rape Elimination Act (PREA).....	8

AMERICAN RED CROSS

Adult CPR.....	4
Adult CPR/AED	5
Adult CPR/AED Plus Infant and Child CPR.....	8
First Aid Training.....	4
Infant/Child CPR & AED.....	7
Standard First Aid	6
Standard First AID/AED	8
Standard First AID Plus Child CPR	7
Standard First AID W/AED Plus Infant and Child CPR.....	8
Workplace Training: American Red Cross	4
Armed Transportation	22
Assessment, Intervention and Relapse: Addressing Substance Abuse	8
Balancing Your Mental Wheel.....	8
Caseworker – Mental Health Issues	6
Caseworker – Offender Complaints	4
Caseworker – Substance Abuse and Dependency.....	4
Chemical and OC Agents Training Program	16
Chemical Dependency	8
Choices: Meeting the Ethical Challenge	8
Common Ground with Restorative Justice	6
Continuing Excellence in Service	6
Courtroom Preparation and Testimony	8
Criminal Thinking	8
Cross Gender Communication.....	8
Deception Detection	6
Defensive Tactics.....	20
Defensive Tactics Break Away Techniques	8

TABLE OF CONTENTS

<u>COURSE TITLE</u>	<u>HOURS</u>
Designing Training Manuals.....	6
Developing Test Questions.....	4
Evidence Based Practices	4
Evidence Collection and Crime Scene Preservation	6
Exploring MDOC Use of Force Issues.....	6
Facilitating Brainstorms	3
FATS and Firearms Skill Enhancement	8
FATS—Basic Firearms Development	8
FATS—Basic for AR-15	3
FATS—Basic for Semi-Automatic Pistol	3
FATS—Basic for Shotgun	2
FATS for E-Squad Members.....	2
FATS Training for Armed Transportation Officers	2
FATS Unarmed Force Decisions.....	2
ICMT—Case Management.....	8
ICMT—Cognitive Restructuring	4
ICMT—Evidence Based Practices	4
ICMT—Motivational Interviewing—Practitioner	16
ICMT—Transition Accountability Plan	8
Institutional Based Reality Therapy	8
Interacting with the Special Needs Offender.....	8
Letter and Package Handling Guidelines.....	1
Motivational Interviewing—Skill Building.....	8
MO DOC Career Planning.....	8
MRP - A New Direction	4
MRP - Creating the Transition Process.....	24
MRP - Transition Accountability Plan	6
NIMS ICS 100	4
NIMS IS 700.....	4
Offender Transportation	6
P&P Clerical Safety Training.....	5
P&P Firearms Practice.....	8
P&P Physical Safety Skills Practice	8

TABLE OF CONTENTS

<u>COURSE TITLE</u>	<u>HOURS</u>
Pathway to Change Overview.....	6
Peer Action Care Team (PACT)	18
PowerPoint Design Format.....	4
PR-24 Baton Certification Course	16
PR-24 Refresher	6
Put it in Writing	8
Quality Reports	6
REFRESHERS — All Basic classes are taught as refreshers	
Response Team Training (with Stun Shield).....	8
Riots and Disturbances	8
Security Threat Groups	8
Segregation Overview	8
Sexual Harassment Issues	6
Staff Liability Issues	8
Stress Management.....	6
Stun Shield	2
Suicide Intervention / Prevention	4
The Adult Learner	2
The Power of Communication	6
Verbal Judo	16
Verbal Judo Skill Building.....	8
Volunteers in Corrections (VIC)	6
Weapon Retention and Disarming Techniques	8
Working in a Multi-Generational Workforce	6
Working with Female Offenders	8
Working with Offenders	8

TABLE OF CONTENTS

<u>COURSE TITLE</u>	<u>HOURS</u>
----------------------------	---------------------

PROBATION AND PAROLE COURSES

Firearms

Annual FATS Training.....	2
Annual Firearms Certification	6
Annual Firearms Proficiency Training.....	8
Familiarization and Weapons Qualification for the Shoulder Holster	4
Fugitive Apprehension Firearms Qualification	8
Glock Transition Training.....	16
Initial Firearms Training.....	26
P&P Shoulder Holster Familiarization Program	3
Weapons Retention.....	4

Safety Training

Annual Physical Safety Skills Practice	8
Annual Safety Training.....	16
P&P Pepper Spray—Initial / Refresher	1

TABLE OF CONTENTS

<u>COURSE TITLE</u>	<u>HOURS</u>
---------------------	--------------

TRAINING FOR TRAINER COURSES

Adult Internal Classification System Training for Trainers (AICS).....	12
Armed Transportation Training for Trainers.....	24
Chemical and OC Agents Training for Trainers	32
Defensive Tactics Training for Trainers	40
Facilitation Skills for Trainers.....	8
Field Officers Training for Trainers	24
Firearms Training for Trainers.....	36
First Aid/CPR/AED Instructor Course.....	20
Foundation Skills for Trainers	40
Glock Instructor Trainer Course	32
Glock Instructor Training for Trainers	24
Incipient Fire Brigade Training for Trainers	12
Instructional Theory into Practice (ITIP) Training for Trainers	40
Missouri Re-Entry Process Training for Trainers.....	32
Motivational Interviewing.....	24
MRP Transition Accountability Plan for P&P Training for Trainers	16
Phoenix Breath Alcohol Analyzer Training for Trainers.....	8
PR-24 Instructor Course.....	24
Shotgun Training for Trainers	12
Substance Abuse - P&P Journeyman Training for Trainers	16
Trainer Skills Development.....	8
Training Design and Development	24
Working with the Mentally Ill P&P Journeyman Training for Trainers ...	16

INSERVICE COURSES

Accomplishing Goals Through Collective Efforts

This class develops a sense of team work in the work place. The impact of building a solid team and becoming a productive team member is encouraged through the use of team building exercises. Individuals will have the opportunity to recognize their potential for team involvement along with exploring their weaknesses within the team. (6 Hours)

Addressing the Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act was enacted by Congress in September 2003. This law addresses offender/offender and staff/offender sexual misconduct. This class introduces staff to the law and the impact it has on all staff, offenders and institutional safety and security. The department's emphasis on zero tolerance is explored. (8 Hours)

American Red Cross Courses

Adult CPR

This course gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for breathing and cardiac emergencies until advanced medical personnel arrive and take over. *ARC Course code #3242* (4 Hours)

Adult CPR/AED

This class gives the participants in the workplace the knowledge and skills necessary to recognize and provide basic care for breathing emergencies, perform cardiopulmonary resuscitation, and how to use the automated external defibrillator for victims of sudden cardiac arrest. *ARC Course code #3241* (5 Hours)

INSERVICE COURSES

Adult CPR / AED Plus Infant and Child CPR

This course gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for breathing and cardiac emergencies until advanced medical personnel arrive and take over. This class includes using an automated external defibrillator (AED) for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. Also in this course you will learn how to give CPR to children and infants. *ARC Course code # 32411*
(8 Hours)

First Aid Training

Provides students with the knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional medical help arrives. (4 Hours)

Infant / Child CPR & AED

This is a prerequisite course for all new Instructor Trainers for Standard First Aid. It is mandatory to attend this prerequisite course prior to attending the Instructors Course. In this course you will learn how to give CPR to a child and infant. Also, you will learn how to use the automated external defibrillator to restart the heart of a person. AED is not to be used on a child that is younger than eight years of age or under 55 pounds. (7 Hours)

Standard First Aid

This class includes Adult CPR. Provides students with the knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional medical help arrives. Recertification is required every year. (6 Hours)

Standard First Aid/AED

Includes First Aid and CPR (formerly #L10086). This class gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including using an automated external defibrillator for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. *ARC Course code #32410 (8 Hours)*

Standard First Aid Plus Child CPR

Provides students with the knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional medical help arrives. Also in this course you will learn how to give CPR to a child. *ARC Course code 32452 (7 Hours)*

Standard First Aid W/AED Plus Infant and Child CPR

Includes First Aid and CPR. This class gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including using an automated external defibrillator for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. CPR for infants and children is also included. *ARC Course code # 32407 (8 Hours)*

Workplace Training: American Red Cross

This class combines the following one hour blocks as outlined by the American Red Cross: Back Injury Prevention, Workplace Violence Awareness, Managing Stress, and Slips, Trips and Falls. (4 Hours)

INSERVICE COURSES

Armed Transportation

This training will provide participants with the skills necessary to correctly apply restraints for offender transportation and will address special security concerns. Other areas addressed will be: The correct use of firearms for offender transportation and the use of force aspects, “shoot-don’t shoot situations” and weapon retention; Practice of relative positioning when providing armed and unarmed escorts, advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and will provide guidance for using restraints and searching in high risk situations; Proper methods to safely and securely transport offenders on out-counts and the dynamics and diversity of out-counts. (22 Hours)

Assessment, Intervention and Relapse: Addressing Substance Abuse

This class begins where the Chemical Dependency Inservice class leaves off. This Inservice class focuses on the human aspect of substance abuse. Examined will be how to recognize a possible problem, what to do about the problem, and how to recognize if a person is relapsing into a lifestyle of use. (8 Hours)

Balancing Your Mental Wheel

This is a strictly voluntary program designed to assist staff dealing with challenges, personal or professional, which keep them from achieving life goals. Skills emphasized are: identifying challenges, setting goals and composing affirmation statements to re enforce goals. Fictional characters are developed in order for staff to have fun yet maintain confidentiality. (8 Hours)

Caseworker — Mental Health Issues

This program will provide insight into the aspects of offender mental health issues that may impact the job of a caseworker. The types of mental illness, learning disabilities and behavior disorders will be explored. (6 Hours)

INSERVICE COURSES

Caseworker — Offender Complaints

Provides Correctional Caseworkers a basic understanding of the legal aspects, and Department policies and procedures of the grievance process, and the skills necessary to carry out their responsibilities. This class is for CSTs, CCAs and CWAs only. (4 Hours)

Caseworker — Substance Abuse and Dependency

The caseworker can play a vital role in the life of an addicted offender. This module will provide information about the disease concept and addiction characteristics. This class is for CSTs, CCAs and CWAs only. (4 Hours)

Chemical and OC Agents Training Program

This training is designed to provide students with the knowledge and skills needed to select and safely deploy OC and chemical agents. During this program participants will:

- Analyze the similarities and differences between smoke, OC, CN, and CS agents;
- Determine which agent to employ in a given situation;
- Explore safety issues, first aid and de-contamination procedures;
- Practice with various deployment methods and equipment utilized to deploy chemical and OC agents;
- Don protective equipment used during deployment of chemical agents; and
- Examine the various tactics that should be used when using chemical and OC agents. (16 Hours)

Chemical Dependency

This course provides departmental staff with an insight into the chemical dependency and our responsibilities in supervising offenders who are involved with their use. Staff will explore how their personal biases can impact their supervision of a substance abusing offender; look at how addiction can impact the major life areas of the offender; and explore the different characteristics of drugs that offenders may abuse. (8 Hours)

INSERVICE COURSES

Choices: Meeting the Ethical Challenge

This program is designed to address ethics and professionalism as they relate to DOC's Code of Conduct. We will examine how ethics affect job performance as well as the correctional image. (8 Hours)

Common Ground with Restorative Justice

Restorative Justice is a victim-focused approach to criminal justice. The Department's restorative justice initiatives encourages offenders to reflect on the harm caused by their criminal activity and make restoration to victims, the community and their families. Restorative justice practices are utilized throughout the Department, both at institutions and probation and parole offices. (6 Hours)

Continuing Excellence in Service

This is a customer service based program which allows participants to identify who our customers are and how their job can be made more effective through improved service. It examines customer service situations, the needs and expectations of these customers, and how our personal paradigms affect the quality concepts of the customer. (6 Hours)

Courtroom Preparation and Testimony

Going to court may be something that you do as an everyday aspect of your job or it may be a task that will only occur occasionally during your career. Regardless of the frequency, how you conduct yourself will reflect on your credibility and the credibility of this Agency. This program will explore the courtroom and the behavior that should be exhibited when testifying. Performance objectives which address proper courtroom testimonial demeanor, basic preparation techniques and witness' responses to questioning, providing guidance through this interactive program. (8 Hours)

INSERVICE COURSES

Criminal Thinking

This module provides staff with the opportunity to explore the reasons that the offenders are responsible for becoming incarcerated. In this program staff will examine offender typologies, and criminal thinking errors. Causal factors are also examined and their impact on criminal thinking and behavior. The tools that an offender uses to manipulate will be discussed and participants will explore options in addressing these behaviors. (8 Hours)

Cross Gender Communication

This class will examine the differences between communication styles for both genders and discuss ways for improving communication between genders. (8 Hours)

Deception Detection

This course is designed to provide guidelines for an effective interview or interrogation. It includes the interview room, interviewer style and manner, and insight into the person's truthfulness through body language (kinesics) and speech patterns. This course is targeted toward Probation & Parole and institutional staff responsible for interviewing offenders/clients. (6 Hours)

Defensive Tactics

The Department of Corrections Defensive Tactics Training Program is a system of defense and control techniques designed primarily for use as a last resort method of control. It is also used for self-protection and enforced compliance of the physically resistant offender. (20 Hours)

Defensive Tactics Break Away Techniques

Defensive Tactics safety precautions, basic principles, distraction techniques, and break away techniques, taught to non-custody staff who want to be able to get away from an offender, attacks, grabs, etc. (8 Hours)

Designing Training Manuals

The training manual is one of the first items your participants will see when attending training. This can also be the first impression the participants will have of you as the trainers. The manual must be designed for the benefit of the participant by being easy to read and understand. This program will provide tips to be used to design appropriate, professional manuals. This class is designed for staff designing training manuals. **This is not a computer class.** (6 Hours)

Developing Test Questions

Tests are an evaluative tool to assess the learning that has occurred as a result of training. Writing effective test questions takes time and effort for the evaluation to be valid. This class will examine issues surrounding multiple choice test questions and provide practical experience in writing them (4 Hours)

Evidence Based Practices

The Missouri Department of Corrections has adopted the use of evidence-based practices to guide decision-makers as they set worthwhile goals for the offender population. Evidence based practices (EBP) provide the objective, balanced and responsible use of current scientific based research utilizing the best available data to guide consistent policy, program and procedure decisions. The use of EBP is supported by the National Institute of Corrections for use throughout the Department's divisions. (4 Hours)

Evidence Collection and Crime Scene Preservation

This program provides participants with the basic rules of evidence collection and the proper procedure for crime scene preservation while ensuring the safety of staff. Through practical application staff will differentiate between contraband and evidence, and will complete all necessary paperwork to facilitate an investigation. (6 Hours)

INSERVICE COURSES

Exploring MDOC Use of Force Issues

Completely redesigned, this program examines the continuing issue of the application of force within the Criminal Justice System. This course allows participants to explore force issues that are specific to our agency and provides them with opportunities to:

- Determine the appropriate level of force to be used according to the Use of Force Continuum;
- Analyze the concepts of Offender Abuse and Duty to Report abuse as directed by Missouri State Statute and Department Policy; and
- Determine how Justification, Imminent Jeopardy and Preclusion apply to use of force situations. (6 Hours)

Facilitating Brainstorms

This program will provide participants with an opportunity to discuss and apply the basic skills needed to facilitate a brainstorm activity. Ground rules, group challenges and facilitation techniques will be explored and participants will have the opportunity to practice a brainstorm activity. (3 Hours)

FATS and Firearms Skill Enhancement

This training includes practical training on the FATS video simulator. Weapon handling skills include weapon retention, close combat shooting techniques and as applicable, transition from gun point to handcuffing. (8 Hours)

FATS—Basic Firearms Development

This firearms training is designed to give the student the basic fundamentals of marksmanship for a Semi-automatic pistol, AR 15 Rifle and Shotgun using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (8 Hours)

FATS - Basic for AR-15

This firearms training is designed to give the student the basic fundamentals of marksmanship for a AR-15 rifle, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (3 Hours)

FATS - Basic for Semi—Automatic Pistol

This firearms training is designed to give the student the basic fundamentals of marksmanship for a MDOC approved semi-automatic pistol, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (3 Hours)

FATS - Basic for Shotgun

This firearms training is designed to give the student the basic fundamentals of marksmanship for a shotgun, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (2 Hours)

FATS for E-Squad Members

This training will prepare the participant for proper use of force through their involvement in mock shooting situations and prepare them mentally for realistic shooting situations under stress utilizing the FATS video simulator. This training will also address safe weapon handling during close combat shooting and as applicable, transition from gunpoint to handcuffing. (2 Hours)

FATS Training for Armed Transportation Officers

This training module will provide staff with skills, focus on the correct use of firearms for offender transportation, and will address use of force aspects such as "shoot and don't shoot situations." Participants should apply for this program after they have attended the Armed Transportation Program. (2 Hours)

FATS Unarmed Force Decisions

This training will prepare the participant for proper force decisions through their involvement in mock force situations and prepare them mentally for making force decisions utilizing the FATS video simulator. This training will also address officer safety, force continuum and, as a benefit, enhancing officer confidence in force decisions to be made by unarmed staff. (2 Hours)

ICMT—Case Management

The Department of Corrections Executive Staff and MRP Leadership team have identified a need for staff to approach offender interactions from a case management point-of-view. Information in this lesson will guide the myriad of DOC staff (CST, CCW, PO, IAC, FUM, P&P Unit Supervisors, treatment providers, etc.) in the case management process. Teamed with other modules on evidence based practices, cognitive restructuring, TAP and motivational interviewing it is intended as the initial training program in Missouri's 40-hour case management training plan. (8 Hours)

ICMT—Evidence

The Missouri Department of Corrections has adopted several programs, initiatives and strategies that have been proven to give offenders the best chance of being successful once they are released from custody. These include CCM, TAP, Evidence Based Practices, and PTC/Cognitive Skills. These four programs work hand in glove to help better prepare our offenders for success once they have been released. Corrections meta-analysis lists cognitive restructuring as the first evidence based practice, which supports change for offenders who exhibit high risk and needs. This training is designed to provide Missouri DOC staff an understanding of why cognitive restructuring is important and how these principles can be used to enhance our over all case management of offenders. (4 Hours)

ICMT—Evidence Based Practices

The Missouri Department of Corrections has adopted the use of evidence-based practices to guide decision-makers as they set worthwhile goals for the offender population. Evidence based practices (EBP) provide the objective, balanced and responsible use of current scientific based research utilizing the best available data to guide consistent policy, program and procedure decisions. The use of EBP is supported by the National Institute of Corrections for use throughout the Department's divisions. (4 Hours)

INSERVICE COURSES

ICMT—Motivational Interviewing—Practitioner

The practice of motivational interviewing (MI) has gained ground in recent years as an effective best practice for the criminal justice field. It has long been utilized with success in the field of substance abuse. In 2008 the MRP Leadership Team researched the benefits of MI, and prescribed its use in the department's new case management protocol. This course has been designed to meet the needs of Missouri's case management team members in their interactions and interviews with offenders. (16 Hours)

ICMT—Transition Accountability Plan

The Transition Accountability Plan (TAP) integrates offenders' transition from prison to communities by incorporating a collaboration of resource agencies that will facilitate this transition. This lesson plan identifies changes that have evolved and updates to forms and procedures since the TAP's implementation. (8 Hours)

Institutional Based Reality Therapy

Institutional Based Reality Therapy, while very similar to the Reality Therapy training that Probation and Parole staff receive, is targeted toward institutional based situations. It focuses on creating a relaxed interview environment designed to solicit critical information from the offender that is needed for the Re-entry assessment process. This program includes information based on the work of William Glasser's Reality Therapy with practice and implementation using Robert Wubbolding's WDEP system. (8 Hours)

Interacting With the Special Needs Offender

While refreshing the participant with basic information, this program has new exercises and additional aspects that relate to the special needs of offenders. Offenders who have special needs do require attention that may be different from the general offender population and a key to this attention is how the staff and offender interact. This module explores communication skills that may assist staff when interacting with offenders who have special needs. Also examined in this module are the needs of elderly and youthful offenders and how interaction with these offenders can be improved. (8 Hours)

INSERVICE COURSES

Letter and Package Handling Guidelines

This one hour course focuses on mail and package handling procedures in the context of bio-terrorism. Procedures for the identification and handling of suspicious mail or packages are explained and applied. Participants will practice identifying mail/packages that appear suspicious, analyzing policy and procedure requirements and determining the correct course of action. This course is beneficial to all department of corrections employees who work with mail and packages. (1Hour)

Motivational Interviewing—Skill Building

Motivational interviewing techniques have proven themselves beneficial in criminal justice applications. Used with success by substance abuse practitioners to open the lines of effective communications with their clients, motivational therapy techniques have a proven track record of success. This instruction module is intended for members of the case management team who have previously attended the department's two-day Motivational Interviewing-Practitioner training module. It will train the staff member on the benefits of MI, while presenting its basis in evidence-based practices and its link with integrated case management. (8 Hours)

MO DOC Career Planning

Staff within the Missouri Department of Corrections are the most valued resource for effectively meeting the Department's mission. Experienced staff are the backbone of the Department. This class will encourage staff to look toward the future by setting career goals and being prepared to reach those goals within the Missouri Department of Corrections. (8 Hours)

MRP - A New Direction

Based on the national pilot, "Transition from Prison to the Community", this module will provide participants with an overview of the Missouri Reentry Process and how it is designed to assist offenders with the reintegration back into the community. Addressed are the different phase that the offenders will move through, the concepts that are being used to assist them and the role that staff will play in this process. (4 Hours)

INSERVICE COURSES

MRP – Creating the Transition Process (MRP)

This program provides participants with an overview of the Missouri Re-Entry Process and allows them to practice two key components: Reality Therapy and The Transition Accountability Plan. In the first module, Institutional Based Reality Therapy, the focus is on creating a relaxed interview environment designed to solicit critical information from the offender that is needed for the Re-entry assessment process and is designed to be presented in conjunction with the Transition Accountability Plan. In the second module, The Transition Accountability Plan (TAP) will explore the foundational component that integrates offenders' transition from prison to communities by spanning phases in the transition process and agency boundaries. (24 Hours)

MRP – Transition Accountability Plan

The Transition Accountability Plan (TAP) integrates offenders' transition from prison to communities by spanning phases in the transition process and agency boundaries. TAP is a collaborative product involving prison staff, the offender, the releasing authority, community supervision officers, human services providers, victims, and neighborhood and community organizations. This training module will examine the process and provide application of critical components of TAP. Participants will have the opportunity to practice Reality Therapy techniques through interview role plays. (6 Hours)

NIMS ICS 100

This course, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management Systems (NIMS). (4 hours)

NIMS IS 700

This course, National Incident Management System (NIMS), An Introduction, explains the purpose, principles, key components and benefits of NIMS. (4 Hours)

INSERVICE COURSES

P&P Clerical Safety Training

This program is designed to provide clerical and other support staff with basic safety awareness and prevention information to utilize while working in a Probation and Parole field office. Participants will explore how to implement measures to increase safety in the workplace and address general office-related dangers. Participants will be given an opportunity to formulate alternatives and practical prevention techniques for safety situations presented. (5 Hours)

P&P Firearms Practice

The P&P Officer will practice the basic firearms skills learned in Initial Firearms Training. Class includes weapons retention refresher and weapons qualifications refresher. Live range fire is included to enhance proficiency. All participants must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearms should be carried during this course in the same way the officer will carry it on the job. This is a class for all officers that carry a weapon. (8 Hours)

P&P Physical Safety Skills Practice

Participants will practice the basic physical safety skills learned during the initial Basic Safety Training and reviewed during the Annual Safety Training. This training program is a system of self defense and evasion techniques designed to help the P & P staff during unarmed physical conflicts. Participants should be prepared to actively participate in all techniques including unarmed club and knife defense, throws, body locks and floor defense. (8 Hours)

Offender Transportation

This training module will provide staff with techniques that are necessary to safely transport offenders. In this module training will focus on the proper methods to safely and securely transport offenders on out-counts. Planning and preparation will be explored in-depth, as will the dynamics and diversity of out-counts themselves. This one day Offender Transportation class is for staff conducting unarmed transports. **Staff that will be conducting Armed Transports are required to attend the four day Armed Transportation Inservice class.** (6 Hours)

Pathway to Change Overview

The intent of this program is to provide staff with an understanding of the Pathway to Change program. While you won't be tasked with leading offender groups, your knowledge of the program will help you create more positive interactions with the offenders. By understanding the goals and approach of the program you will recognize the specific role you can play in its success. (6 Hours)

Peer Action Care Team (PACT)

This program contains 4 modules designed to provide PACT members with the skills and knowledge to perform their PACT duties. The issues of violence and victimization in correctional setting can differ significantly from similar issues in the free society. The attitudes of co-workers and administrators affect the progress of someone working on reconstructing his or her emotional life after a traumatic event. This multi-day program prepares staff to assume the role of a peer responder who will provide immediate support in the form of information, assistance and referrals to community resources in the aftermath of a trauma-related event. This helps reduce the long-term problems that can affect our staff. Participants for this program must go through an interview process conducted by the Workplace Violence Coordinator. (18 Hours)

PowerPoint Design Format

This is not a Basic PowerPoint training class. This program will provide participants with the specific skills needed to design a slideshow using Microsoft PowerPoint that will meet the Academy's standards. The training will provide hands on practice as well as suggestions to make your presentation meaningful while not taking over the training presentation. (4 Hours)

INSERVICE COURSES

PR-24 Baton Certification Course

This program uses basic and advanced techniques which will enable qualified corrections' staff to defend themselves and others while controlling non-compliant subjects using a Monadnock PR-24 side handle baton. Participants will practice not only the foundational components of basic movements, blocks and strikes, but will also perform control techniques with the Monadnock PR-24. Primary focus of this course teaches students to minimize the possibility of an opponent's injury or death while ensuring their own safety in the performance of their duties. Target audience is primarily but not limited to E-Squad members and Administrative Segregation staff. (16 Hours)

PR-24 Refresher

This is the same class as the PR 24 recertification class except there is no testing therefore, no certification attached to this class. This class is a "practice session" for the PR 24 baton. (6 Hours)

Put It In Writing

This class has three major objectives: Clarity, Speed, and Image. At the conclusion of this class, participants should be able to write with more clarity and speed, while presenting valuable ideas in a way that pleases the reader and presents a pleasant, dignified image of themselves and the organization. This class is intended to enhance the participant's previously obtained report writing skills. (8 Hours)

Quality Reports

This course covers the importance of written communication and the various types of reports used. Each type of report is important and some are critical to our work and require time and effort. Composition or technical writing courses taught in colleges and high schools do not adequately prepare people for the specialized writing required in corrections. By giving instruction on how to write good reports, the aim of this course is to serve the needs of correctional staff members that receive reports. (6 Hours)

Refresher Courses

All Basic classes can be taught as refreshers. Check the New Staff Training menu for classes and descriptions.

INSERVICE COURSES

Response Team Training (with Stun Shield)

This program provides staff with information on working as a team to safely control and relocate an offender who has lost their composure. This module provides participants with the opportunity to examine and apply information in the following areas:

- Pre-planning a response
- Completing a response team format report
- Response team roles
- Response team entry and control techniques
- Multi-staff cell extraction techniques
- Response team disengagement

Facility team applications should be considered when applying for this course. Institutional Training Officers should contact the Regional Training Administrator to gain information about presenting this module at their facility. (8 Hours)

Riots and Disturbances

It is vital that everyone working in correctional facility understand riots and disturbances. This course will cover the stages of a riot, containment, emergency planning, preparedness response, and disturbance control. This training is done in an effort to save lives, isolate and contain the riot or disturbance, prevent escape and to seek a resolution with the minimal amount of force. The ultimate impact will be to maintain public safety, safeguard the welfare of the staff and offenders and protect state property. (8 Hours)

Security Threat Groups

This program will provide participants with an enriched knowledge of threat groups, both on the street and in the correctional facilities. It explores the motivating factors that encourage threat group participation, recruitment efforts and the criminal activities that these groups may be involved. Staff will have the opportunity to examine the threat group identification characteristics and management strategies. (8 Hours)

INSERVICE COURSES

Segregation Overview

During this class participants will relate the key components of Administrative Segregation policies; complete an Individual Confinement Record in accordance with IS 21-1.2; demonstrate the proper operation/use of mechanical restraints and pepper spray; and given a case study determine the appropriate level of force to be used. At the conclusion of this class participants will be capable of performing duties as an Administrative Segregation Officer during their On-the-Job Training period. (8 Hours)

Sexual Harassment Issues

This class will examine laws and policies; analyze and discuss case studies; and determine appropriate actions to keep sexual harassment from occurring in the work place. This class will also consider the impact sexual harassment can have on employees and the employer. (6 Hours)

Staff Liability Issues

This class explores the impact of constitutional laws on correctional staff in the performance of their duties. Staffs' responsibility to the offenders under their supervision, security issues, and staff immunity is examined by providing case studies to be analyzed. While the information covers the same amendments as in the Basic Constitutional Law class, the case studies shed new light on possible consequences to staffs' actions. (8 Hours)

Stress Management

This workshop will provide the employee with information on handling the many stressors people confront each day and how to best minimize the impact stress can have on the body. How to identify burn out. (6 Hours)

Stun Shield

The Department's adoption of stun technology was prompted by its interest in finding ways of reducing the likelihood of violent confrontations. Since stun shields can subdue an offender who is behaving aggressively with a minimal contact between the officer and the offender, the likelihood of one or both becoming injured is significantly less than when an officer must use direct force in restraining the offender. A demonstration of the activation of the shield, with its accompanying electrical sparking, may persuade a combative or resistive offender to comply even without the need for direct application or other use of physical force. (2 Hours)

Suicide Intervention / Prevention

This class will provide participants with basic information about suicides which occur in prisons. Participants will explore the reasons for prison suicides and apply intervention/prevention strategies in situational activities. (4 Hours)

The Adult Learner

This module allows participants to explore the concept of the Adult Learning Theory. It examines the Traditional training concept and compares it to the Learning Centered Environment. Participants compare the Andragogy learner and the Pedagogy learner, examining how their learning environments differ. (2 Hours)

The Power of Communication

Language is power. Think about your typical day at work. How often do you speak to someone? How often does someone speak to you? Is that communication effective? This one day program provides participants the opportunity to analyze basic communication skills and personality types, examining how they impact peer interaction. It also allows participants to evaluate how interpersonal conflicts can impact our decision making process and what approaches can be taken to resolve this conflict. (6 Hours)

Verbal Judo

This course encourages staff to strive to seek a peaceful and positive resolution to verbal confrontation before it escalates into a physical encounter using empathy, professional integrity, and mediation. Guidelines for developing skills in tactical and professional communication are set while putting responsibility for behavior in its proper perspective. (16 Hours)

Verbal Judo Skill Building

Using the theories and principles explored in the foundational skills covered in Basic Training, this eight hour program allows participants an opportunity to refresh their Verbal Judo skills through additional practice. Using communication skills to seek a peaceful and positive resolution to verbal confrontations before it escalates into a physical encounter, is the true focus of this concept. Tactical and professional communication concepts are set as the focus to put responsibility in its proper perspective. ***Basic Verbal Judo is a prerequisite to attend this training program.*** (8 Hours)

Volunteers in Corrections (VIC)

This is a mandatory class for volunteers and interns working for the Missouri Department of Corrections. This class gives an overview of the department, professionalism guidelines, how to avoid being set-up by the offenders, dynamics of staff/offender relations, and information on infectious diseases. (6 Hours)

Weapon Retention and Disarming Techniques

This intensely physical program provides participants with advanced defensive tactics; weapon disarming and retention techniques for both handguns and long guns; and guidance for using restraints and searching in high risk situations. Targeted primarily for facility emergency staff, it addresses the needs of all staff who may carry/use a firearm. (8 Hours)

INSERVICE COURSES

Working in a Multi-Generational Workforce

This program is for non-supervisory staff. Supervisory staff is encouraged to attend the Management class – Managing a Multi-Generational Workforce. This program will provide participants with an opportunity to examine the motivational factors of the different generations in today's workforce. Participants will explore the work habits of each generation and learn how to work together to ensure a productive work environment for everyone. (6 Hours)

Working With Female Offenders

This program examines current trends in programming for the female offender. This class will deal with special needs, interpersonal communication, crisis intervention and other unique problems encountered when working with female offenders. (8 Hours)

Working With Offenders

The traditional role of staff supervising offenders is changing and today's staff must go beyond this long-established role to actively engage the offender. This program will explore the philosophical shift from a traditional paramilitary organization to one which will assist the offender in their preparing for a successful reintegration into the community. (8 Hours)

PROBATION AND PAROLE COURSES

PROBATION & PAROLE FIREARMS TRAINING

Annual FATS Training

This training will allow officers to practice their use of force skills. Real life scenarios will allow participants to choose the proper level of force response. This course is not limited to officers who carry firearms but it is mandatory for those who do carry a weapon. Pepper spray and firearms scenarios are presented. (2 Hours)

Annual Firearms Certification

The P&P Officer will re-qualify with their duty weapon during this course. This is the weapons qualification procedures proficiency -- 6 hrs. All participants must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearm should be carried during this course in the same way the officer will carry it on the job. Participants must bring their previously issued duty ammunition. New duty ammunition will be issued. This class is mandatory for all officers that carry a weapon. This class has been modified to reflect NRA and Glock information. (8 Hours)

Annual Firearms Proficiency Training

This particular module will provide participants with the opportunity to enhance their proficiency gained in the Initial Firearms program. In addition, participants will practice weapon retention proficiency. This has been revised to reflect NRA and Glock information. (8 Hours)

PROBATION AND PAROLE COURSES

Familiarization and Weapons Qualification for the Shoulder Holster

Prior approval is needed to use a shoulder holster before attending this class. This class covers information needed for those using a shoulder holster. There are three modules in this program: Weapons Retention for the Shoulder Holster; Shoulder Holsters and Support Equipment; Shooting Fundamentals Using the Shoulder Holster; and Weapons Qualification Procedures for the Shoulder Holster with the .38 revolver.

Participants will qualify on the range with their weapon. If they do not need to qualify with their weapon they are to be scheduled for the Shoulder Holster Familiarization program. (4 Hours)

Fugitive Apprehension Firearms Qualification

FOR FUGITIVE APPREHENSION OFFICERS ONLY. This particular module will provide participants with the opportunity to complete the qualification course required to carry an MDOC approved weapon. (8 Hours)

Glock Transition Training

This program is mandatory for all P&P Officers currently certified with revolvers who wish to transition to the Glock .40 caliber hand gun. There are five modules in this program: Firearms Safety – 2 hrs; Glock Holster and Support Equipment – 2 hrs; Glock Care and Maintenance – 4 hrs; Glock Target Analysis – 2 hrs. All students must bring their approved handgun and equipment. The firearm will be carried during this course in the same way the officer will carry it on the job. Staff who participate in this training must have had Initial Firearms Training. (16 Hours)

PROBATION AND PAROLE COURSES

Initial Firearms Training

This course is a mandatory prerequisite for all P&P officers who wish to carry firearms. Satisfactory completion of this course is required before the issuance of a Firearms Authorization Card. Topics include firearms safety -- 2 hrs; revolver nomenclature and inspection -- 2 hrs; revolver care and maintenance -- 2 hrs; shooting fundamentals -- 4 hrs; holster and support equipment -- 2 hrs; target analyzation -- 2 hrs; weapons retention -- 4 hrs; firearms proficiency practice -- 4 hrs; and weapons qualification procedures -- 4hrs. All students must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearm should be carried during this course in the same way the officer will carry it on the job. Updated to include Glock information and NRA qualification requirements. (26 Hours)

P&P Shoulder Holster Familiarization Program

Prior approval is needed to use a shoulder holster before attending this class. This class covers information needed for those using a shoulder holster. There are four modules in this program: Weapons Retention for the Shoulder Holster; Shoulder Holsters and Support Equipment; Shooting Fundamentals Using the Shoulder Holster. (3 Hours)

Weapons Retention

This is one module of a multi-module program. The techniques used in this module have been taught to staff during Physical Safety Training. These techniques will be used specifically to ensure you have control of your weapon at all times. (4 Hours)

PROBATION AND PAROLE COURSES

PROBATION & PAROLE SAFETY TRAINING

Annual Physical Safety Skills Practice

This module provides Probation and Parole officers with a refresher of the basic defensive skills needed for self-protection. Defensive/disengagement techniques for multiple areas of attacks is the focus of this program. Staff also explore jeopardy and the requirements for force escalation. (8 Hours)

Annual Safety Training

This course is designed for all P&P officers. Topics covered include: safety awareness -- 4 hrs; use of force issues — 3 hrs; pepper spray — 1 hr; , and physical safety skills proficiency — 7.5 hrs; and securing a weapon — 30 min. Prerequisite: Participants must have attended the Initial Safety Training. (16 Hours)

P&P Pepper Spray—Initial / Refresher

This class instructs students in the proper use of pepper spray. (1 Hour)

TRAINING FOR TRAINERS COURSES

Adult Internal Classification System Training for Trainers (AICS)

This class is designed to provide instructors with the skills and information needed to train caseworkers and custody staff in the use of the Adult Internal Classification System (AICS). (12 Hours)

Armed Transportation Training for Trainers

This instructor program provides trainers with the skills necessary to train staff in transportation techniques that are safe and within policy guidelines. Areas addressed in the four modules are:

- The correct use of restraints for offender transportation and special security concerns that are associated;
- The correct use of firearms for offender transportation and the use of force aspects, “shoot-don’t shoot situations” and weapon retention;
- Practicing relative positioning when providing armed and unarmed escorts, teaching advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and providing guidance for using restraints and searching in high risk situations;
- Proper methods to safely and securely transport offenders on out-counts along with the dynamics and diversity of out-counts. (24 Hours)

Chemical and OC Agents Training for Trainers

This instructor certification program provides instructor candidates with the expertise needed to train staff in the use of chemical munitions. Chemical Agents Instructor Training provides instructor candidates with practice in both presentation skills and practical application of munition usage. Areas addressed in this module are:

- Compare and contrast chemical agents and pepper spray,
- Application of chemical agents and pepper spray using multiple deployment methods,
- Use of chemical agent equipment,
- Classroom presentation skills, and
- Range deployment skills.

This program is presented by Training Academy staff who have been certified as instructor trainers by ALS Less Lethal Munitions. Recertification for this program is required every 2 years. (32 Hours)

TRAINING FOR TRAINERS COURSES

Defensive Tactics Training for Trainers

This instructor certification program provides candidates with information necessary to present the agencies basic defensive tactics course. Requirements for this instructor course are:

- Demonstrate proficiency with all defensive tactics in the Basic Defensive Tactics program; and
- Make a five minute presentation meeting the standards set by the Training Academy.

Participants will have several opportunities to practice and present as they assume the role of the instructor throughout the program. Successful completion of this program is required of all new instructors. Recertification is required every two years. *Prerequisites: Defensive Tactics (Hard Skills Class)* (40 Hours)

Facilitation Skills for Trainers

This module will focus on providing facilitation techniques to assist a trainer present in a learner centered environment. The crucial area of trainer to participant dialog will be explored and how the facilitator can enhance interaction to increase the transfer of learning. This program is designed for staff who have a strong foundation in training concepts and are well versed in the subject of group dynamics. It is recommended that those applying have attended “*Instructional Theory into Practice Training for Trainers*”, the NIC program “*Foundation skills for Trainers*”, or other comparable training program. (8 Hours)

Field Officers Training for Trainers

Participants will be trained to effectively develop and deliver OJT modules. They will also be capable of delivering this training to adjunct FTOs at their institution. (24 Hours)

TRAINING FOR TRAINERS COURSES

Firearms Training for Trainers

Through a combination of classroom presentation and demonstration instructor candidates will be provided training necessary to present the MDOC – DAI Basic and Annual Firearms program. This program will require instructor candidates to make multiple classroom presentations, provide trainer demonstrations relating to the agency firearms, and complete a written and proficiency test with a minimum score of 80%. At the conclusion of the course, instructor candidates are expected to always employ the four universal safety rules, model use of force options in accordance with policy, and transfers knowledge of the fundamentals of marksmanship to staff so that they can meet the MDOC firearms qualification requirements. (36 Hours)

Foundation Skills for Trainers

This 40 hour program features 10 modules specifically focused on delivery skills for the new trainer or to refresh the skills of experienced trainers. This program is one of two foundational courses for staff who writes and delivers training programs on a repeated basis. (40 Hours)

First Aid / CPR / AED Instructor Course

Instructor candidates are introduced to the history, structure and activities of the American Red Cross. Instructor candidates learn the policies and procedures of the American Red Cross to ensure course consistency, quality, and appropriate reporting. Instructor candidates will learn to teach First Aid/CPR/AED along with other American Red Cross courses. Must teach a class every calendar year to stay certified. *ARC Course Code # 3010 and #32491* (20 Hours)

Glock Instructor Trainer Course

This training program combines the Glock Armorer Course and the Glock Pistol Transitional Instructor Workshop. This course will teach personnel basic firearms safety, field stripping, preventive maintenance, detail stripping of the slide and barrel, reassembly procedures, sight removal and installation, service procedures and diagnostics and trouble shooting. (32 Hours)

TRAINING FOR TRAINERS COURSES

Glock Instructor Training for Trainers

This training program is a Glock Pistol Instructor Workshop. This course will teach personnel basic firearms safety, field stripping, preventive maintenance, detail stripping of the slide and barrel, reassembly procedures, sight removal and installation, service procedures and diagnostics and trouble shooting. (24 Hours)

Incipient Fire Brigade Training for Trainers

This course prepares custody supervisors to instruct in the use of self-contained breathing apparatus (S.C.B.A.) and search and rescue techniques. Extensive physical application of this equipment and technique is applied during this training. Successful applicants are certified to instruct this course at the department level. (12 Hours)

Instructional Theory Into Practice (ITIP) Training for Trainers

This is a level two training for trainers program for full time trainers who have never attended such a program. Adult learning principles and needs of individual learning styles are emphasized throughout. Attendees for this program will be selected by the Chief of Staff Training. (40 Hours)

Missouri Re-Entry Process Training for Trainers

This training for trainers program will provide participants with not only a foundational understanding of the Missouri Re-Entry Process but will also allow them to practice presenting the critical components of Reality Therapy and the Transitional Accountability Plan. This program will require participants to make multiple presentations and become extremely familiar with the MRP concept. (32 Hours)

TRAINING FOR TRAINERS COURSES

MRP Transition Accountability Plan for P&P Training for Trainers

The first of two modules, the Transition Accountability Plan (TAP) integrates offenders' transition from prison to communities by incorporating a co-op of resource agencies that will facilitate this transition. This lesson plan will provide staff with their responsibilities within this process. Furthermore it will identify new changes that have evolved and updates to forms and procedures. Lastly it will provide information on the entering of this data received into the computer to bring all agencies together for shared information and save countless hours during the review process. This module prepares participants for the second section in which they practice building a TAP in OPII. (16 Hours)

Motivational Interviewing

The practice of motivational interviewing (MI) has gained ground in recent years as an effective best practice for the criminal justice field. It has long been utilized with success in the field of substance abuse. In 2008 the MRP Leadership Team researched the benefits of MI, and prescribed its use in the department's new case management protocol. This course has been designed to provide those training case management trainers with the skills and information needed to train Motivational Interviewing. (24 Hours)

Phoenix Breath Alcohol Analyzer Training for Trainers

This program will provide participants with the content necessary to be a certified Missouri Department of Corrections Breath Alcohol Technician. Specifically addressed in this curriculum is the application of the screening and confirmation test using the Phoenix Portable Breath Alcohol Tester in accordance with Lifeloc factory requirements. Participants will also analyze testing problems, recommend intervention strategies, complete the Alcohol Testing Form and assume the role of the trainer, demonstrating the ability to give a proficiency test with the Phoenix Portable Breath Alcohol Tester. Certification for trainers of Breath Alcohol Technicians is required yearly. (8 Hours)

TRAINING FOR TRAINERS COURSES

PR-24 Instructor Course

This program provides instructor candidates with the skills necessary to present the 24 hour PR-24 Baton Certification Course. Participants involved in this training program must meet the following completion requirements:

- Demonstrate a high degree of proficiency in basic and advanced techniques utilized with the Monadnock PR-24 side handle baton.
- Successfully complete a written test.
- Successfully complete a training presentation which relates to the material from the PR-24 Baton Certification Course.

This program is open to all Correctional staff but candidates must have successfully completed and be current in the PR-24 Baton Certification Course. (24 Hours)

Shotgun Training for Trainers

This course will provide staff with the skills necessary to safely handle the MDOC approved shotgun and demonstrate the basic skills and concepts needed to instruct staff on the use of this firearm. (12 Hours)

Substance Abuse—P&P Journeyman Training for Trainers

This module is designed to prepare staff to train advanced substance abuse education to Probation and Parole Officers with approximately 18 months of service or more, in the areas of common drug identification, drug testing, case management, recovery treatment and how it relates to offender supervision, and determining relapse. (16 Hours)

Trainer Skills Development

This course is designed for anyone who conducts any type of training program. It is full of ideas to enhance any training presentation and will give the trainer more direction and confidence. (8 Hours)

TRAINING FOR TRAINERS COURSES

Training Design and Development

This is the first of two programs. Included in this training will be content and application opportunities on expectations, adult learning, performance objectives, learning styles, lesson plan design, instructional strategies and designing training aids. This curriculum is designed to provide trainers with basic knowledge of how to design a training program specific to the needs of adult learners. (24 Hours)

Working with the Mentally Ill P&P Journeyman Training for Trainers

This program will provide new trainers with an opportunity to deliver content on the challenges of and recommendations for supervising an offender with a mental health condition. Instructor and Instructor applicants will examine the signs and symptoms used in detecting possible mental health issues; use communications skills to improve interaction with P&P Officers and mental health offenders; evaluate resistance issues that offenders may be experiencing; examine internal and external resources; discuss the affects that drugs may have on a mental health offender; monitoring offenders for crisis issues and intervening when offenders become a danger; and lastly staff will discuss personal precautions and dealing with stress. (16 Hours)